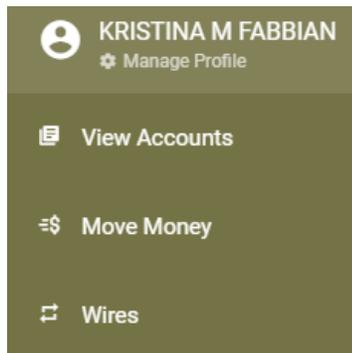
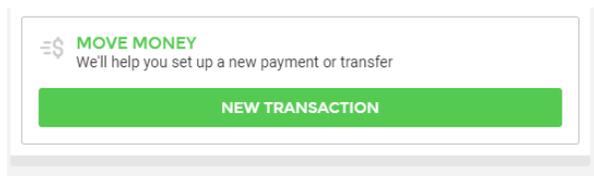


Person to Person Payment User Guide

1. To start a Person to Person Payment, Click on the **Move Money** tab.

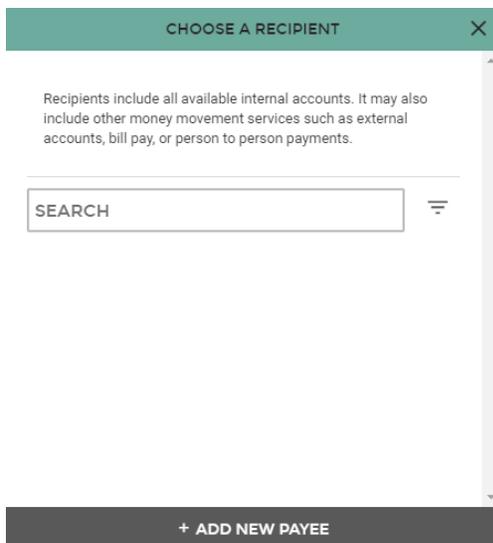


2. Click on the **New Transaction** button.

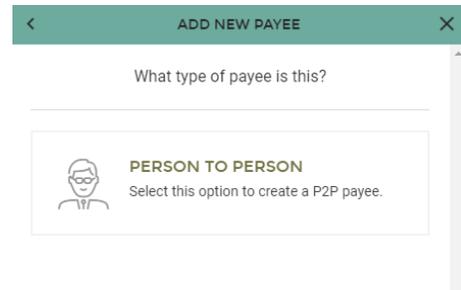


3. Adding a New Payee

You can add a new payee from the **My Payees** screen or by initiating a New Transaction and choosing the **+ Add New Payee** on the Recipient Screen

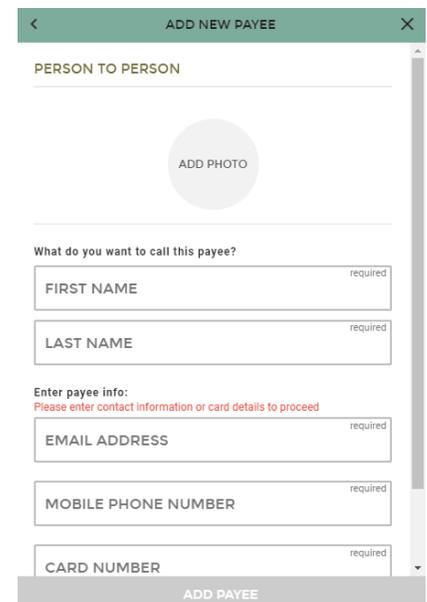


4. Select **Person to Person** on the Add New Payee screen and then enter the Payee Information:



5. When entering Payee Information, you have 3 options. Each of these options says “required” but once information is entered into one, the required message on the other two options will be removed.

1. Enter the Payee’s Debit Card information.
2. Enter the Payee’s email and an email will be sent asking the payee to enter their debit card information. This information is kept secured and is not shared with the payor.
3. Enter the Payee’s phone number asking the payee to enter their debit card information. This information is kept secured and is not shared with the payor.



6. Once the required information is entered the **ADD PAYEE** button at the bottom will turn green.

7. After all required information is entered by the recipient, you are ready to send money by going to **New Transaction** and choosing the newly created Payee from the Recipient list. You do have an option to choose how the Payee is notified of the payment.

8. You will be asked to review the payment. If it is correct, click **Submit**. If you wish to change an item, you may click the back arrow at the top left of the screen.

9. All previous and scheduled transactions can be seen on the **Move Money** home dashboard.

If you have other questions please call us at 559-439-0200.

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